

GENERAL INSTRUCTIONS FOR WEB BASED ELECTRONIC SURPLUS LINES FILINGS

The information listed below can be used as a general guide to entering information in the Web Based Electronic Surplus Lines Filing. The first step is to access the entry system at the Commissioner of Securities and Insurance, Montana State Auditor (CSI). The screen will appear as listed below.

1. The surplus lines agent accesses the electronic input screens at <http://sao.mt.gov/>



Links to Recent CSI Initiatives

- [Insure Montana](#)
- **[NEW Surplus Lines](#)**

Welcome to the Office of the Commissioner of Securities and Insurance, Montana's State Auditor

We serve as the State Government watchdog for the citizens of Montana in the insurance and securities industries. The Commissioner of Securities and Insurance's office is a criminal justice agency charged with protecting Montana's consumers through insurance and securities regulation and also through informing the public about insurance and securities issues. Monica Lindeen is serving her first term as Montana Commissioner of Securities and Insurance.



[Meet Monica Lindeen](#)



- 3.

2. The next selection for the agent is: [NEW Surplus Lines](http://sao.mt.gov/Surplus%20Lines/surpluslines.asp) or <http://sao.mt.gov/Surplus%20Lines/surpluslines.asp>
3. The next step is to review the Surplus Lines Page for information. This page contains all the information necessary for a surplus lines agent. The page contains General Procedures for Filing Surplus Lines Transactions; Frequently Asked Questions; retrieval of surplus lines forms for both electronic filing and paper filing; access to individual agent account statements; CSI bulletins; access to web based electronic filing of surplus lines policies for individual agents; general instructions; examples of filing of policies electronically; online calculators for both paper filings and electronic filings; a copy of white list or approved risk list; eligible surplus lines insurance companies, selection for the agent is: [NEW Surplus Lines](http://sao.mt.gov/Surplus%20Lines/surpluslines.asp) or <http://sao.mt.gov/Surplus%20Lines/surpluslines.asp>

Do you have questions about Montana Surplus Lines?

Please look for information in our [Procedures for Filing Surplus Lines Transactions](#) handbook or in our [Frequently Asked Questions](#).

[SURPLUS LINES FORMS](#)

[ACCESS YOUR ACCOUNT](#)

ALERT

MONTANA SURPLUS LINES 2009 TAX STATEMENTS

2009 TAX STATEMENTS FOR SURPLUS LINES AGENTS WILL BE
AVAILABLE ONLINE MARCH 1, 2010

2009 TAX STATEMENTS WILL ONLY BE AVAILABLE ONLINE

TO RETRIEVE YOUR 2009 TAXES AND STAMPING FEES OWED:

1. ENTER YOUR SURPLUS LINES LICENSE#, PIN# AND PASSWORD.
2. GO TO THE BOTTOM OF THE PAGE AND CLICK ON 2009 TAXES
3. REVIEW THE INFORMATION FOR ACCURACY
4. CLICK ON PAYMENT VOUCHER AT THE TOP OF SCREEN AND ATTACH ONE CHECK FOR THE TOTAL AMOUNT OWED (PREMIUM TAX + FIRE TAX + STAMPING FEES)
5. MAKE THE CHECK PAYABLE TO THE MONTANA INSURANCE DEPARTEMENT
6. WRITE THE CHECK NUMBER ON THE VOUCHER, ATTACH THE CHECK AND ADDRESS TO EXAMINATIONS BUREAU AT 840 HELENA AVENUE, HELENA MONTANA 59601

AGENTS WHO DID NOT FILE SURPLUS LINES POLICIES IN 2009 ARE

NOT REQUIRED TO FILE A MONTANA TAX STATEMENT.

ZERO TAX FILINGS WILL BE REQUIRED FOR THE 2010 CALENDAR
YEAR ON A FORM THAT WILL BE AVAILABLE ON THIS WEBSITE BY
MARCH 1, 2011.

On-Line Submissions entry is now up and running!

You can review your entries for the past year and enter your submissions, endorsements and cancellations. Remember - on-line submissions save you money. The stamping fee is reduced to 1/2% instead of the 1% fee that is charged for hard copy submissions. Also, using the on-line system, you will no longer have to submit paper copies of your forms to our office. Note: you are still responsible to keep copies for your internal recordkeeping.

[To enter transactions, review your account and access your annual statement click on this link or enter https://svc.mt.gov/csi/surplus/login.aspx in your browser](https://svc.mt.gov/csi/surplus/login.aspx)

If you are a first time user, be sure and contact Kim Benjamin at (406) 444-3897 to get assistance signing on to the system.

[General Instructions for using the new web based surplus lines submissions](#)

Listed below are links that have instructions and examples of some common submission scenarios:

[In-state log home \(includes premium endorsement\)](#)

[In-state no ARL risk \(includes premium cancellation\)](#)

[Multi state with ARL risk \(includes flat cancellation\)](#)

[Multi state no ARL risk](#)

[Submission with 10% and 1500 exception](#)

[Click here to view the update letter that was sent to surplus lines agents on June 17, 2009.](#)

[Surplus Lines Disclosure Statement](#)

On-Line Calculators for Fees and

Exceptions

[Fee Calculator](#)

[Exception Calculator](#)

Lists:

[Eligible Surplus Lines Companies](#)

[Surplus Lines Approved Risk List](#)

Do you have questions about Montana Surplus Lines? Please call Barb van der Mars at (406) 444-9768



3. To enter the web based electronic system the surplus lines agent must click **[ACCESS YOUR ACCOUNT](#)** or [To enter transactions, review your account and access your annual statement click on this link or enter <https://svc.mt.gov/csi/surplus/login.aspx> in your browser](#)
4. After either of this links has been clicked the screen below will appear and the surplus lines agent will need to enter their surplus lines license number, pin number and password

[MONTANA SURPLUS LINES](#)

[HOME](#)

Hello

License:

Pin:

Password:

Works best with



Login

5. After the surplus lines agents license number, pin number and password (please contact Kim Benjamin to obtain a password at kbenjamin@mt.gov if you do not yet have a password). Press the Login button and the following screen should appear:

MONTANA SURPLUS LINES

[HOME](#)

	EVERETT JAMES
	5
	5/1/2013
Submissions	5
Endorsements	1
Cancellations	2
Premium	\$21,886.89
Pemium Tax	\$603.24
Stamping Fees	\$232.67
Inspection Fees	\$50.00
Fire Premium	\$7,506.93
Fire Tax	\$187.67

Welcome to Montana Surplus On-line

[ACCOUNT-](#)

[ACCOUNT+](#) [CANCELLATION](#)

[CONTACT US](#)

[ENDORSEMENT](#)

[SUBMISSION](#)

[2009 TAX](#) [BYE](#)

6. From this screen, the surplus lines agent can review transactions previously entered by clicking the "Account +" button, enter a policy by clicking on the submission selection, cancel an entire policy or a portion of a previously submitted policy premium through the cancellation selection (includes a decrease in premium due to audits), add endorsement premium through the endorsement selection (includes premium increases due to audits) or exit the Montana surplus lines electronic policy filing website by selecting Bye.
7. The "Account -" link will access the agent information by page (20 items per page) with a totals displayed on the bottom of every page, which lists Premium; Inspection Fees; Premium Taxes owed; Fire Premium; Fire Taxes owed; and Stamping Fees Owed. The same information is included in both "Account -" and the "Account +" links just in different formats.
8. The "Account +" link will provide a listing of all the policy's filed by this agent on a single page with a total at the bottom of the page. Individual polices can be searched by using the "Find" feature under the "Edit" button on the top of the page or the document can be printed. The same information is included in both "Account -" and the "Account +" links just in different formats.

9. Information on the Submission form, Endorsement form and Cancellation form are listed below.

MONTANA SURPLUS LINES – Account -

[HOME](#)

<u>Type</u>	<u>Company</u>	<u>Date</u>	<u>Policy</u>	<u>Invoice</u>	<u>Premium</u>	<u>Inspection</u>	<u>Premium Tax</u>	<u>Fire Premium</u>	<u>Fire Tax</u>	<u>Stamping Fee</u>	<u>Total</u>
POL	UNDERWRITE RS AT LL	1/31/20 10	059/PD56590 7	11542	11334.8 9	0	311.70	6800.93	170.0 2	113.34	\$595.0 6
POL	ACCEPTANCE CASUALT	5/1/201 0	AAA922823	11504	8625	0	237.18	0	0	86.25	\$323.4 3
POL	PENN-STAR INSURANC	2/15/20 10	PAC000001	11526	1950	0	53.62	0	0	19.50	\$73.12
CAN	PENN-STAR INSURANC	5/15/20 10	PAC000001	11642	-1200	0	-33	0	0	0	(\$33.0 0)
POL	CHARTIS SPECIALTY	2/8/201 0	PO9690133	11618	181.57	0	4.99	0	0	1.81	\$6.80
CAN	CHARTIS SPECIALTY	2/7/201 0	PO9690133	11656	-181.57	0	-4.99	0	0	0	(\$4.99)
POL	AMERICAN WESTERN H	1/2/201 0	PP0005580M	11632	1077	50	30.99	646	16.15	10.77	\$57.91
END	AMERICAN WESTERN H	2/8/201 0	PP0005580M	11664	100	0	2.75	60	1.50	1	\$5.25

<u>Premium</u>	<u>Inspection</u>	<u>Premium Tax</u>	<u>Fire Premium</u>	<u>Fire Tax</u>	<u>Stamping Fee</u>	<u>Net</u>
\$21,886.89	\$50.00	\$603.24	\$7,506.93	\$187.67	\$232.67	\$1,023.58

[ACCOUNT-](#)

[ACCOUNT+ CANCELLATION](#)

[CONTACT US](#)

[ENDORSEMENT](#)

[SUBMISSION](#)

[2009 TAX](#) [BYE](#)

MONTANA SURPLUS LINES – Account +

[HOME](#)

<u>Type</u>	<u>Company</u>	<u>Date</u>	<u>Policy</u>	<u>Invoice</u>	<u>Premium</u>	<u>Inspection</u>	<u>Premium Tax</u>	<u>Fire Premium</u>	<u>Fire Tax</u>	<u>Stamping Fee</u>	<u>Total</u>
POL	UNDERWRITE RS AT LL	1/31/20 10	059/PD56590 7	11542	11334.8 9	0	311.70	6800.93	170.0 2	113.34	\$595.0 6
POL	ACCEPTANCE CASUALT	5/1/201 0	AAA922823	11504	8625	0	237.18	0	0	86.25	\$323.4 3
POL	PENN-STAR INSURANC	2/15/20 10	PAC000001	11526	1950	0	53.62	0	0	19.50	\$73.12
CAN	PENN-STAR INSURANC	5/15/20 10	PAC000001	11642	-1200	0	-33	0	0	0	(\$33.0 0)
POL	CHARTIS SPECIALTY	2/8/201 0	PO9690133	11618	181.57	0	4.99	0	0	1.81	\$6.80
CAN	CHARTIS SPECIALTY	2/7/201 0	PO9690133	11656	-181.57	0	-4.99	0	0	0	(\$4.99)
POL	AMERICAN WESTERN H	1/2/201 0	PP0005580M	11632	1077	50	30.99	646	16.15	10.77	\$57.91

END	AMERICAN WESTERN H	2/8/201 0	PP0005580M	11664	100	0	2.75	60	1.50	1	\$5.25
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Premium	Inspection	Premium Tax	Fire Premium	Fire Tax	Stamping Fee	Net
\$21,886.89	\$50.00	\$603.24	\$7,506.93	\$187.67	\$232.67	\$1,023.58

[ACCOUNT-](#)

[ACCOUNT+ CANCELLATION](#)

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10. Submission Form - Part 1 – Producing Producer Section - The surplus lines agent is required to enter the following information which is obtained from a completed Montana Surplus Lines Submission form. IN THE SUBMISSION FORM ALL ITEMS MUST BE COMPLETED. ERROR MESSAGES ARE LISTED IN RED AND MUST BE CORRECTED BEFORE THE POLICY CANNOT BE SUBMITTED:

- a. Policy holder or insured name
- b. The Montana street address where the insured risk is located
- c. Policy number (enter the number as assigned by the insurance company)
- d. The nearest Montana city where the geographic risk is located
- e. The zip code of the location
- f. If a binder is used for the submission instead of a declaration page, this binder box should be checked
- g. If the risk is included in the Approved Risk List or White List the appropriate risk should be selected from the drop down menu.
- h. If the approved risk is selected the prepared will be moved to the producing producer section
- i. If the risk is not on the approved risk list, the surplus lines producer must provide a description of the risk in a complete sentence.
- j. The surplus lines agent must, in complete sentences, provide an explanation as to why this risk is unavailable from an authorized insurer
- k. The prior insurer must be selected from the drop down menu. If more than one prior insurer exists, list the lead prior insurer or the prior insurer who retained the most risk. If the company is not listed, please contact Tim Morris at either 406-444-4489 or tmorris@mt.gov
- l. Provide in complete sentences why the prior insurer did not renew the policy
- m. If a renewal was offered, enter the renewal quote
- n. If the agent is seeking the 10% and \$1,500 exception under MCA 33-4-32)(1)(d)(I) and 2, this box must be checked. If this box is checked, the amount of the quotes from the three authorized insurers must be entered. If the company is not listed, please contact Tim Morris at either 406-444-4489 or tmorris@mt.gov
- o. The financial rating agency must be selected if the 10% and \$1,500 exception is requested
- p. The financial rating of the company must be selected and the as of date that is listed in the rating.
- q. The surplus lines agent must list the name of three authorized insurers that were contacted to complete the producing producer's diligent search from the drop down menu. If the company is not listed, please contact Tim Morris at either 406-444-4489 or tmorris@mt.gov
- r. If the 10% and \$1,500 exception is requested the quote from the three authorized insurers must be entered
- s. the producing producers agent license number must be entered, which will generate the agents name
- t. The producing producer's agency must be selected from the drop down menu. A number of producing producers may be associated with more than one agency
- u. The date the producing producer signed the submission form must be entered

SUBMISSION

Insured: Please enter!

Address: Please enter!

Policy:

City: Please enter!

Please enter Policy!

State: Please enter!

Zip: Invalid zip!

Binder: ☐

PART 1: PRODUCING INSURANCE PRODUCER SECTION

Approved risk list Category :

Please describe type of risk:

Explain in detail why insurance for this risk is unavailable from an authorized insurer:

Please enter!

Prior Insurer:

Are you using the 10% AND \$1500 exception (MCA 33-2-3-2(1)(d)(i) and (2) :

☐

List three authorized insurers you contacted for your diligent efforts to place this insurance:

<input type="text" value="None"/>	<input type="text"/>
<input type="text" value="None"/>	<input type="text"/>
<input type="text" value="None"/>	<input type="text"/>

Producer License No: Please enter Producer license number!

Agent:

Agency:

Date: Date format mm/dd/yyyy Please enter date!

11. Submission Form - Part 2 – Montana Surplus Lines Insurance Producer Section - The surplus lines agent is required to enter the following information which is obtained from a completed Montana Surplus Lines Submission form. IN THE SUBMISSION FORM ALL

ITEMS MUST BE COMPLETED. ERROR MESSAGES ARE LISTED IN RED AND MUST BE CORRECTED BEFORE THE POLICY CANNOT BE SUBMITTED:

- a. The Montana Surplus Lines Agent license should be entered, which will generate the surplus lines agent name
- b. The surplus lines agents agency name will need to be selected from the drop down menu in case of any agency changes
- c. The date the surplus lines agent signed the submission form will need to be entered in the Date box

PART 2: MONTANA SURPLUS LINES INSURANCE PRODUCER SECTION

Surplus Lines
license No: 5

Agent: EVERETT JAMES

Agency: 722307 DAVID CHARLES AGENCY ▼

Date: Date format mm/dd/yyyy Please enter date!

12. Submission Form - Part 3 – Premium Tax Fee Information Center. IN THE SUBMISSION FORM ALL ITEMS MUST BE COMPLETED. ERROR MESSAGES ARE LISTED IN RED AND MUST BE CORRECTED BEFORE THE POLICY CANNOT BE SUBMITTED:

- a. The surplus lines insurance company will need to be selected from the drop down menu. If the company is not listed, please contact Tim Morris at either 406-444-4489 or tmorris@mt.gov
- b. If the Underwriters at Lloyds is selected the appropriate syndicates will need to be added in the following format, 33, 318, 510, 1200, 4472, etc. It should be noted that a Lloyd's syndicate number may have changed from the prior year. Contact Tim Morris at either 406-444-4489 or at tmorris@mt.gov if you have any questions
- c. The policy period will need to be entered beginning with the effective date through the last date of policy coverage
- d. The limits of coverage will need to be entered
- e. The portion of the base policy premium will need to be entered. The base policy premium is the amount charged by the insurance company, prior to the addition of inspection fees. If this is a multi-state policy, only enter the premium associated with the risks located in Montana. The premium entered in this box will be beginning point for adjustments to premium that may occur during the policy period. All additions to premium via endorsements or audit adjustments will be entered through the endorsement form. All reductions to the premium through cancellations or audit adjustments will be through the cancellation form. If premium is improperly reported in the initial filing of the surplus lines policy, the initial premium must be adjusted through the endorsement or cancellation form.
- f. Fire premium must be entered. Fire premium is associated with property risks. If the fire premium cannot be identified separately, use 60% of the property premium to calculate the fire premium. This rule applies if the policy includes V&MM and/or Theft; however, if these coverage's are excluded, then the entire premium then would then be subject to the 2.5% fire tax. If the property premium is not identified use 60% of the whole premium to report the fire premium.
- g. The inspection fees must be entered for the actual amount of the inspection. Please note that only inspection fees can be charged in Montana. Policy fees are not allowed.
- h. The electronic filing system will calculate the applicable premium tax, fire tax, and stamping fees associated with each surplus lines filing. Please note that electronically filed policies have a stamping fee of 0.05%. Paper filed policies have a 1% stamping fee.
- i. The surplus lines agent must check the box to verify the information is correct. If the box is not checked, the filing cannot be submitted.

- j. After the surplus lines agent checks the verification box, the policy can be submitted. **THE SURPLUS LINES AGENT SHOULD VERIFY THE INFORMATION BEFORE SUBMITTING.** If errors are made in the entry of data in the endorsement form, use the reset button and correct the data. It is important to note that the submit button does not appear until surplus lines agent checks the box that indicates the agent has verified the data and that the data is correct.
- k. When a policy is successfully transmitted the system will provide a receipt of the successful transmission which will reference the invoice number on the agents account statement.
- l. If the policy is submitted and it later determined that an error(s) were made in the insured information, Part 1 information, and Part 2 Information those changes must be emailed to Kim Benjamin at kbenjamin@mt.gov. All changes to premium amounts must be submitted through endorsement and cancellation forms. The agent must maintain all information relating to electronically filed policies, including emails and copies of endorsement and cancellation forms.

PART 3: PREMIUM - TAX - FEE INFORMATION SECTION

Unauthorized insurer:	ACCEPTANCE CASUALTY INSURANCE COMPANY 10349		Syndicate#:	
Policy Period:		to:		Limits of Coverage:
Enter date! mm/dd/yyyy Enter date! mm/dd/yyyy				
Policy Premium:		Please enter!	Fire Premium:	0
Premium Tax: (2 3/4%)	0		Fire Tax: (2.5%)	0
Stamping Fee: (.5%)	0		Inspection Fee:	0
<input checked="" type="checkbox"/> I, EVERETT JAMES have verified the information is correct and the original form was completed with all notary and affidavit requirements being met. The original is available for audit by the Montana Department of Insurance.				
				<input type="button" value="Submit"/> <input type="button" value="Reset"/>

Example of Successful Electronic Policy Submission Receipt

MONTANA SURPLUS LINES HOME
 Policy PP0005580M has been submitted.
 Please refer to invoice 11882 on the account summary.
 Thank You for using Montana Surplus On-Line

13. **Endorsement Form – The endorsement form is used add additional premium to base premium reported in the premium submission, through increased coverage after the effective date of the policy and audit adjustments. The surplus lines agent is required to enter the following information. IN THE ENDORSEMENT FORM ALL ITEMS MUST BE COMPLETED. ERROR MESSAGES ARE LISTED IN RED AND MUST BE CORRECTED BEFORE THE POLICY CANNOT BE SUBMITTED:**
 - a. The policy number for the applicable endorsement
 - b. The endorsement number such as 1, or 2 or 3, etc. Endorsement numbers are not to be combined. A separate filing is required for each endorsement.
 - c. The name of the surplus lines insurance company, effective date, and policy expiration date will be automatically generated by the policy number. If the initial policy filing for this endorsement is not found, please check the policy number for accuracy. If the policy number was entered correctly, the initial policy may not have been entered or the

endorsement may be for a policy that was entered by the MSLAA, in its records, prior to the 2009 calendar year. If the initial policy has not been entered, enter the information on the submission form and then enter the endorsement. If the policy is from an effective date prior to January 1, 2009, send in a paper submission form to Surplus Lines, 840 Helena Avenue, Helena MT, 59601.

- d. The effective date of the endorsement will need to be entered. If the endorsement is the result of a premium audit, use the expiration date of the policy.
- e. The surplus lines agent must enter the amount of the endorsement premium. If the endorsement premium is negative, enter the premium as follows "-100.00"
- f. The surplus lines agent must enter the amount of the fire premium
- g. The surplus lines agent must enter the amount of the inspection fee, which is allowed only for the actual cost of the inspection. Other policy fees are not allowed in Montana.
- h. The electronic filing system will automatically calculate the premium tax, fire tax, and stamping fee. Please note that electronically filed policies have a stamping fee of 0.05%. Paper filed policies have a 1% stamping fee.
- i. The electronic filing system will automatically bring up from the original filing, the premium fire premium, inspection fee, premium tax, fire tax, and stamping fee.
- j. If errors are made in the entry of data in the endorsement form, use the RESET button to clear the erroneous information.

[MONTANA SURPLUS LINES](#)

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ENDORSEMENT

Policy:

Please enter policy!

Endorsement:

Company:

Effective Date

Expiration Date:

Endorsement Date:

Please enter date! mm/dd/yyyy

Changes	
Premium	<input type="text" value="0"/>
Fire Premium	<input type="text" value="0"/>
Inspection Fee	<input type="text" value="0"/>
Premium tax	0
Fire Tax	0
Stamping Fee	0

Please enter!

Original Submission	
Premium	
Fire Premium	
Inspection Fee	
Premium tax	
Fire Tax	
Stamping Fee	

[Submit](#)

[Reset](#)

[ACCOUNT-](#)

[ACCOUNT+ CANCELLATION](#)

[CONTACT US](#)

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[SUBMISSION](#)

[2009 TAX](#) [BYE](#)

14. **Cancellation Form** – The cancellation form is used to decrease premium reported in the premium submission form, subsequent endorsements and audit adjustments. The surplus lines agent is required to enter the following information. **IN THE CANCELLATION FORM**

ALL ITEMS MUST BE COMPLETED. ERROR MESSAGES ARE LISTED IN RED AND MUST BE CORRECTED BEFORE THE POLICY CANNOT BE SUBMITTED:

- a. The policy number must be entered
- b. The cancellation number (similar to the endorsement number), such as 1, 2, 3, etc.
- c. The electronic filing system will automatically generate the surplus lines insurance company, effective date, and expiration date of the policy. If the initial policy filing for this cancellation is not found, please check the policy number for accuracy. If the policy number was entered correctly, the initial policy may not have been entered or the cancellation may be for a policy that was entered by the MSLAA, in its records, prior to the 2009 calendar year. If the initial policy has not been entered, enter the information on the submission form and then enter the information for the cancellation. If the policy is from an effective date prior to January 1, 2009, send in a paper submission on the Endorsement/Cancellation form to Montana Commissioner of Securities and Insurance, Surplus Lines, 840 Helena Avenue, Helena MT, 59601.
- d. The effective date of the endorsement will need to be entered. If the endorsement is the result of a premium audit, use the expiration date of the policy.
- e. The surplus lines agent must enter effective date of endorsement. If this is a flat cancellation, use a date prior to the effective date of the policy, otherwise paid stamping fees will not be refundable.
- f. The surplus lines agent must enter the amount of the cancelled premium which is obtained from the surplus lines insurance company
- g. The surplus lines agent must enter the amount of the cancelled fire premium. Please do not use a minus "-" sign when completing this form. The use of the minus sign will report the premium as a positive amount. Report all cancellation premium as positive number for example \$100.00 will reflect a \$100 reduction in premium.
- h. The surplus lines agent must enter the amount of the cancelled inspection fee, if any.
- i. The electronic filing system will automatically calculate the premium tax, fire tax, and stamping fee.
- j. The electronic filing system will automatically bring up from the original filing, the premium fire premium, inspection fee, premium tax, fire tax, and stamping fee.
- k. If errors are made in the entry of data in the cancellation form, use the reset button

MONTANA SURPLUS LINES

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CANCELLATION

Policy:

Please enter policy!

Cancellation:

Company:

Effective Date

Expiration Date:

Cancellation Date:

Please enter date! mm/dd/yyyy

Returned	
Premium	<input type="text" value="0"/>
Fire Premium	<input type="text" value="0"/>
Inspection Fee	<input type="text" value="0"/>
Premium tax	0
Fire Tax	0
Stamping Fee	0

Please enter!

Original Submission	
Premium	
Fire Premium	
Inspection Fee	
Premium tax	
Fire Tax	
Stamping Fee	

Submit Reset

PLEASE NOTE THE SURPLUS LINES FILING MUST BE MADE TO THE MONTANA COMMISSIONER OF SECURITIES AND INSURANCE, OFFICE OF THE STATE AUDITOR WITHIN 60 DAYS OF THE EFFECTIVE DATE OF THE POLICY

- 15 2009 TAX – This link provides access to the agents 2009 tax statement. The CSI discontinued the mailing of tax statements to agents since the statements can be accessed through the website. Please note the “PAYMENT VOUCHER AT THE TOP OF THE PAGE – THIS DOCUMENT SHOULD BE ATTACHED TO THE CHECK THAT IS MAILED TO CSI. ONLY THE PAYMENT VOUCHER AND THE CHECK NEED TO BE SENT TO THE CSI. ONLY ONE CHECK IS NECESSARY FOR A TOTAL OF PREMIUM TAX, FIRE TAX, AND STAMPING FEE. EACH AGENT IS REQUIRED TO SUBMIT THEIR TAX RETURN AS TAX RETURNS FOR MULTIPLE AGENTS MAY NOT BE COMBINED.
- 16 Individual policies can be searched by using the “Find” feature under the “Edit” button on the top of the page or the document can be printed. Additionally, the data in the tax statement can exported to either an excel spreadsheet or PDF document located on the top of the page. Errors to the tax statement need to be corrected by contacting either Kim Benjamin at \$06-444-3897 or kbenjamin@mt.gov or Tim Morris at 406-444-4489 or tmorris@mt.gov . Please note that no data is listed in the tax statement due a fictitious agent. Please note that the name of the insured is listed on the tax statement.

[MONTANA SURPLUS LINES](#)

[Payment Voucher](#)

[HOME](#)

Select a format



[Export](#)

Montana Surplus Lines

2009 Tax Statement

4/9/2010 12:57:36 PM

Invoice	Insured	Policy	Company	Effective	Premium	Inspection	PremTax	Stamping	Fire Prem	Fire Tax	Amount
Totals											

Montana Surplus Lines

2009 Payment Voucher

4/9/2010 1:15:10 PM

Everett James

License 5
#

Total	Stamping Fee	Fire Tax	Premium Tax
\$0.00	\$0.00	\$0.00	\$0.00

Please make payment to Montana Insurance Department for: **\$0.00**

Mailing Address:
Montana Insurance
Department
Examinations Bureau
840 Helena Avenue
Helena, MT 59601

Prepared by _____
Title _____
Check# _____